



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Recreation

TITLE: Monthly Movie Report

CUTOFF: EOCY

DESCRIPTION: A report submitted to the contracted movie distributor listing movies shown to offenders as required by the contractor.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22900

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Recreation Equipment Inventory

CUTOFF: EOSFY

DESCRIPTION: A current list of items maintained in recreation used to record and track inventory and location of recreational equipment.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22901

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008
